**Joining instructions for miniMOOC**

**Supporting Community Empowerment**

To join this course you need to

* Create a Gmail account (see instructions below)
* Let us know your Gmail address (email albishawi@abdn.ac.uk)
* Sign up to Google+ (see below)
* Add the Google Hangout plug-in to your Google+ account (see below)
* Test your microphone, headset (if you will be using one) and webcam
* Work with your ICT department/colleagues to do this

**How to sign up to Gmail, Google+ and Google Hangout**

If you don’t already have a Gmail account there is a step by step guide below on how to sign up to Gmail, access Google+ and then join a Google Hangout. Alternatively you can watch this tutorial: [***http://www.youtube.com/watch?v=LQfUEHCUkII&feature=colike***](http://www.youtube.com/watch?v=LQfUEHCUkII&feature=colike)

***Which may take less time!***

**How to sign up to Gmail**

**Step 1** Go to [www.google.com](http://www.google.com)

**Step 2** Click on Sign In (this appears on the top right hand corner of the screen)

**Step 3** Click on Sign Up (this appears on the top right hand corner of the screen)

**Step 4** Enter your details

**Some Tips:**

* when choosing a name for your email address you can add something to make it unique e.g. [Joe.Bloggs.CPD@gmail.com](mailto:Joe.Bloggs.CPD@gmail.com) )
* if you’re using a shared computer remember to uncheck the box ‘Stay signed in’
* entering a security question and other email address is optional but will help you access your account if you forget your Sign In Information
* you do not have to use your real location or birthday as long as the age you enter is 18+

**Step 5** If you agree with Google’s ‘Terms of Service’ click ‘I accept. Create my account’.

**Step 6** Once you’ve clicked on ‘create my account’ you’ll be navigated to a page that says ‘Congratulations’, in the right hand corner of the screen you’ll see a grey box that says ‘Show me my account’ and you’ll be taken to your inbox.

**You can now use Gmail services!!!**

**Using Google+**

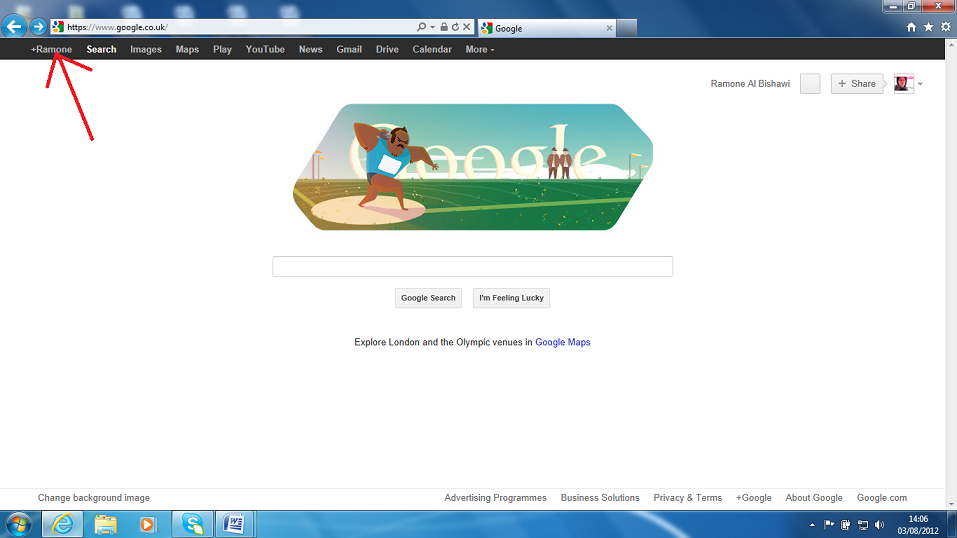
Once you have a Gmail account you can access all of Google’s services and since Google+ is a part of that you should be able to access it easily. Alternatively please read this step by step guide.

**Step 1**

After going to [www.google.com](http://www.google.com) click the grey sign in box on the right hand side of your screen this will take you to a new page and will ask you to enter your Gmail address and password, don’t forget to click on the blue button that says ‘sign in’.

**Step 2**

Once you’ve signed in you will see a black bar near the top of your screen with your name in the far left corner, click on that. Here is an example, see where the red arrow is pointing?



This will take you to Google+ which you can sign up to, you don’t have to sign into this after your first visit.

**Step 3**

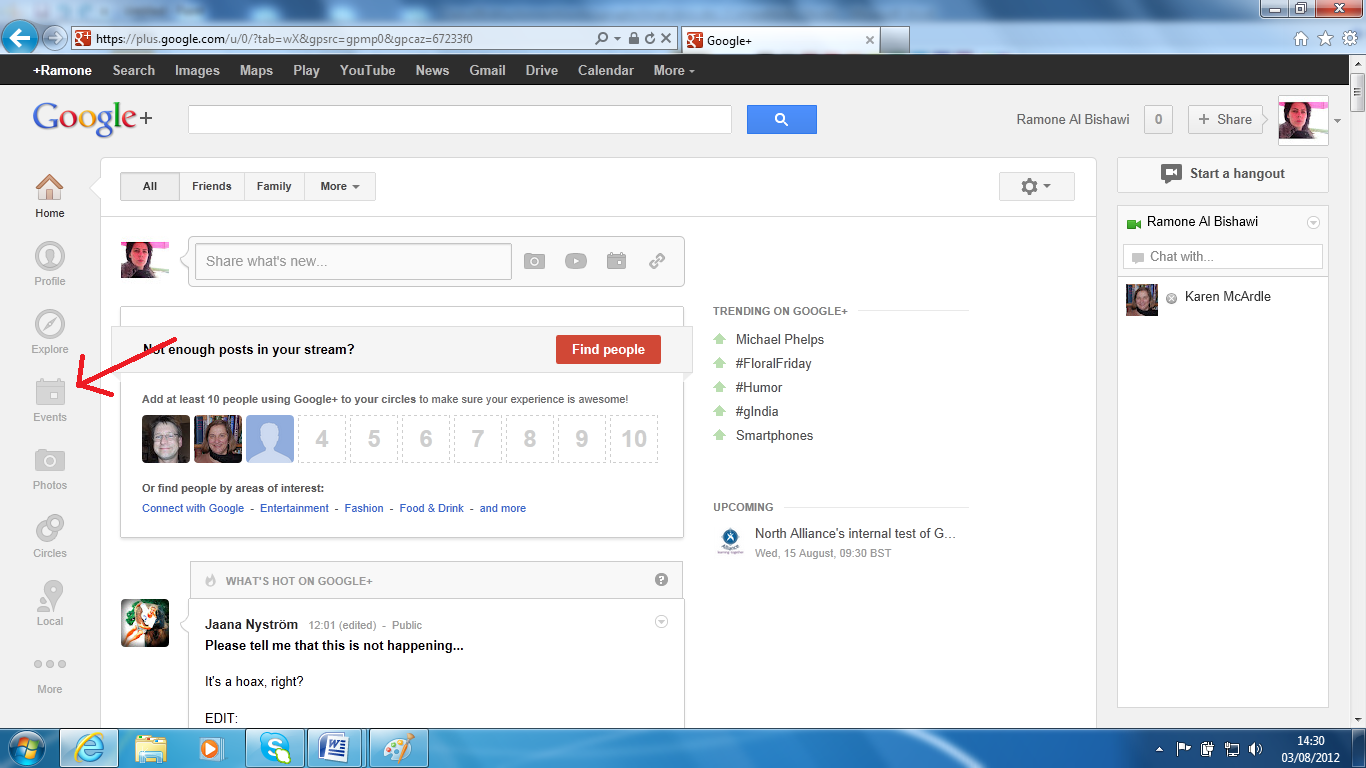
Now it’s really up to you to explore Google+ options (create a profile, add information, import contacts from other emails, and create a circle) but the You Tube link [*http://www.youtube.com/watch?v=LQfUEHCUkII&feature=colike*](http://www.youtube.com/watch?v=LQfUEHCUkII&feature=colike) will really help you to understand what the service provides. A word of warning, since this Google account is for work it might not be a good idea to import contacts from other email addresses that are for personal use!

Please add a profile photo otherwise it’s difficult to identify you in a search.

**How to join and start a Google Hangout**

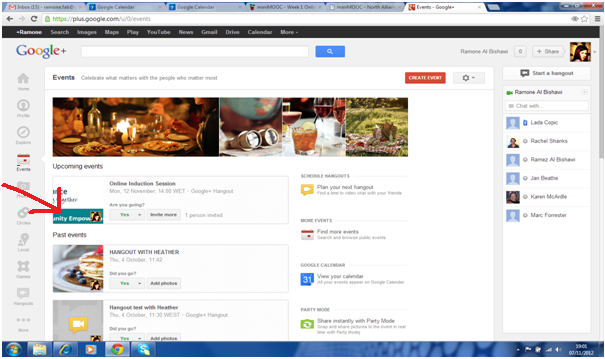
**Step 1**

Once you’re in Google+ click on events, if you look at this screen shot it’s where the red arrow is pointing to.

****

**Step 2**

You’ll then see Upcoming events and an invite to a North Alliance Google Hangout, look where the red arrow is pointing in the picture below if you can’t find it.

****

**Step 3**

Install the Google Hangout Plug-in when prompted, it will take a few moments and will say ‘Verifying Installation’ if an orange tab appears at the bottom of your screen click on it and install the application. The application should start downloading. Once installed you will be able to join hangouts and create your own ... check your Gmail inbox to accept .... make sure you have checked the sound on your headset and camera properly.

**Step 4**

You’ll participate in a Google Hangout exploring its capabilities in more depth and in each session there will be a group discussion. It helps if we mute our microphones when a person is speaking so that the sound is clear. Please copy this link into your internet search bar to see a good example of a [Google Hangout](http://www.youtube.com/watch?v=c71cgvPxj3o&feature=g-all-u).

Any problems please email [Ramone](mailto:albishawi@abdn.ac.uk) or ring on 07854376494.